



Circle K International

# Distinguished District Chair Recognition Program

Name: \_\_\_\_\_

Please mail binder to: (Address): \_\_\_\_\_

District: \_\_\_\_\_ Home Club: \_\_\_\_\_

### Guidelines

- An evaluation will be made on the basis of the criteria set forth. This is not a contest between district officers, but recognition of an individual's performance.
- Only persons elected or officially appointed to their positions may be submitted for consideration. In order to be eligible for this award, the nominee must have complied with all aspects of the Constitution, Bylaws, and Board Policy Code pertaining specifically to serving as a district officer.
- Nominations must be postmarked by May 1<sup>st</sup>.
- All nominees must serve a minimum term of six months. In order to be considered for this award, the nominee must accumulate a total of at least 832 points out of the 1,040 possible points.
- Information must be submitted in no more than one binder, not to exceed three inches, keeping the information in accordance with each individual described below.
- Only twenty percent of those eligible will receive this recognition.

### Qualifying Criteria

Did the district chair serve a minimum of six months in office?  Yes  No

Did the district chair attend the 2006 Circle K district convention?  Yes  No

Did the district chair attend the 2007 Circle K district convention?  Yes  No

Did the district chair attend the Circle K district board training conference?  Yes  No

Did the district chair pay district dues by November 30 (US) or January 31 (non-US) of his/her term of office?

Yes  No

Did the district chair meet or surpass his or her home club minimum membership requirements?  Yes  No

The following individuals certify that all information included with this application is factually correct and is the work of the Circle K Chair. In addition, the following signatures also certify that the chair being considered for recognition submitted all monthly reports during his/her term in office; with at least 80% submitted on time.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

2006-07 Club Secretary

Signed: \_\_\_\_\_ Date \_\_\_\_\_

2006-07 CKI District Secretary

Signed: \_\_\_\_\_ Date \_\_\_\_\_

2006-07 CKI Administrator

Signed: \_\_\_\_\_ Date \_\_\_\_\_

2006-07 CKI District Governor

The following criteria combined duties of the position with expectations from the organization. The result is a distinguished awards program, which recognizes the annual accomplishments of a district and its officers.

Section 1. Committee Goals and Directives	Points Awarded
1. Did you do the following: 1a. Create and compile committee goals for the year? <input type="checkbox"/> Yes <input type="checkbox"/> No 1b. Create committee directives to accomplish the goals? <input type="checkbox"/> Yes <input type="checkbox"/> No 1c. Create a schedule of committee meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No 1d. Provide follow up on committee directives on a quarterly basis? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how many times: _____ 1e. Create minutes for all committee meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No 1f. Have productive evaluation for all of committee goals? <input type="checkbox"/> Yes <input type="checkbox"/> No  2. Compile all examples to meet the criteria of the questions listed above. Mark them as 'Appendix A' to your award submission.	1a. If yes, 25 points. _____ 1b. If yes, 25 points. _____ 1c. If yes, 25 points. _____ 1d. Number of follow ups times 10 points. _____ (max 40 points) 1e. If yes, 25 points. _____ 1f. If yes, 25 points. _____
<b>Total Points Section One</b>	_____

Section 2. Communication with Committee Members	Points Awarded
1. List the number of committee agendas that you distributed to committee members at least ten days before the scheduled meeting: _____ 2. Compile all examples of these agendas. Mark them as 'Appendix B' to your award submission.	1. Number of agendas distributed times 25 points: _____ (max. 100 points)
<b>Total Points Section Two</b>	_____

Section 3. Communication with CKI District Board	Points Awarded
1. List the number of committee reports that you submitted to the CKI District Board: _____ 2. Compile all examples of these reports. Mark them as 'Appendix C' to your award submission.	1. Number of submissions times 25 points: _____ (max. 100 pts)
<b>Total Points Section Two</b>	_____

Section 4. Documentation	Points Awarded
1. Please provide the following, and mark them as 'Appendix D' to your award submission: 1a. Steps taken to implement your end product. 1b. Evaluations conducted during the process. 1c. Committee Communications. 1d. Final product report and/or program.	100 points possible. Points to be determined by Circle K International judges. _____
<b>Total Points Section Four</b>	_____

Section 5. Required Attendance	Points Awarded
1. Did you attend the following: (a) District Convention at beginning and end of your term as chair? <input type="checkbox"/> Yes <input type="checkbox"/> No (b) International Convention during term in office and attend the chair forum at convention? <input type="checkbox"/> Yes <input type="checkbox"/> No (c) Two district board meetings? <input type="checkbox"/> Yes <input type="checkbox"/> No (d) Did you attend Leadershape? <input type="checkbox"/> Yes <input type="checkbox"/> No	1 (a) If yes, 25 points. _____ 1 (b) If yes, 25 points. _____ 1 (c) If yes, 25 points. _____ 1 (d) If yes, 25 points bonus. _____
<b>Total Points Section Five</b>	_____

Section 6. Service	Points Awarded
1. Compute the following: a. How many hours of community service did you perform during your term as chair through Circle K activities? _____ b. Multiply (a) by 2: _____ I. If (a) is less than 50: Subtract five points from (b) for every hour under 50: _____ II. If (a) is equal to or greater than 50, enter (b) here: _____	1. Number from b (I) or b (II): _____ points. (max 200 pts)
<b>Total Points Section Six</b>	_____

Section 7. Home Club Involvement	Points Awarded
*For this section, do not include meetings missed due to class or district board meetings. a. Number of Home Club Meetings: _____ b. Number of Home Club Meetings attended: _____ c. Divide (a) by (b): _____ d. Multiply (c) by 100: _____	If (d) is between 75-100%, <b>75 points.</b> _____ If (d) is between 50-74%, <b>50 points.</b> _____ If (d) is between 25-49%, <b>25 points.</b> _____
<b>Total Points Section Seven</b>	_____

Section 8. Setting and Achieving Goals	Points Awarded
1. Did you submit a copy of your goal sheet to CKI for the current year within 45 days of taking office? <input type="checkbox"/> Yes <input type="checkbox"/> No  2. Please provide a copy of the goal sheet you submitted to CKI and mark it as 'Appendix E' to your award submission. On a separate piece of paper in 300 words or less, describe how each goal was met. If a goal was not achieved, explain what you learned as a result of not accomplishing this goal.	1. If yes, <b>25 points.</b> _____  Evaluation of goals, <b>75 points.</b> Points to be determined by Circle K International judges. _____
<b>Total Points Section Eight</b>	_____

Section 9. Above and Beyond	Points Awarded
1. Submit evidence of performance above and beyond the call of duty including recommendations and documentation of achievements not covered by these criteria. The first five pieces of evidence will be reviewed. Mark these materials in 'Appendix F' of the award submission.	1. <b>100 points possible.</b> Points to be determined by Circle K International judges. _____
<b>Total Points Section Nine</b>	_____

Section Number	Section 1	Section 2	Section 3	Section 4
<i>Points Awarded</i>				(Judges will enter score)

Section 5	Section 6	Section 7	Section 8	Section 9	TOTAL
			(Judges will enter score)	(Judges will enter score)	

**NOTE:** If you would like special consideration for any or all of the criteria, please include an explanation signed by the district administrator, and place it in the front of your binder.